

Department of General Services Historic Preservation Associate

Position Overview

The Historic Preservation Associate provides administrative support to the Historic Properties Program within the Administration Division of the Department of General Services. This position assists with the long-term stewardship of certain historic landmarks owned by the Mayor and City Council of Baltimore. The employee will assist DGS staff and site operators with administrative work associated with facilities maintenance, capital projects, and programming at historic sites.

Duties include, but are not limited to:

- Performing building assessments for historic landmarks to identify facility needs.
- Recommending and generating work orders for historic property maintenance and operation.
- Project management of special projects associated with historic property management.
- Interface and customer relations between DGS, historic site operators, and other government agencies.
- Drafting and editing agreements related to grant management, historic preservation easements, and leases.
- Providing staffing to the 10 member War Memorial Commission.
- Creating promotional content, press material, and web content for historic sites
- Developing strategies to enhance interpretation and management of historic sites
- Administrative processing of equipment and supply purchases, artifact and exhibit loans, and revenue intake for historic sites.

Education and Experience

A Bachelor's degree in Historic Preservation, Architecture, Public History, Urban Planning or related field from an accredited college or university and 1 year of experience in professional-level administrative, operations, or clerical work in an office environment.

Master's Degree preferred.

Equivalencies

None.

Licenses, Registrations, and Certificates

A valid Maryland Class C Noncommercial driver's license or an equivalent driver's license and eligibility to obtain a Baltimore City driver's permit may be required.

Compensation

The salary for the position is \$21.00-\$25.00, commensurate with level of experience. This is a full-time contractual position.

Candidate Desirables

- Knowledge of the policy and practice of historic preservation.
- Ability to research, write, and edit complex reports, white papers, memos, and other formal documents with a strong command of standard written English including advanced style, prose, grammar, and vocabulary.
- Basic knowledge of building systems and construction methods.
- Basic knowledge of architectural history and style.
- Willingness to take initiative and ownership of projects with limited oversight from supervisors.
- Strong customer service skills.
- Ability to research, interpret and apply a variety of laws, rules, regulations, standards and procedures, especially those related to historic preservation.
- Ability to speak and testify effectively before governmental and legal bodies and commissions, the media and community and business groups.
- Ability to establish and maintain effective working relationships with city officials, community and business groups.
- Proficiency with Microsoft Office programs especially Microsoft Word, PowerPoint, Outlook and Excel.
- Knowledge of Baltimore City and Maryland history is desirable but not essential.

Work hours are Monday-Friday from 8:30 a.m.-4:30 p.m.

For consideration, please send resume and cover letter referencing the job title to:

Nick Fontanez
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